



Volume 16: Issue 4  
Oct/Nov/Dec 2019

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# Disbursing News

## Latest improvements in afloat disbursing processes that will reduce workload

### **NEW: SHIP'S STORE PROFITS TRANSFER TO MWR MERCHANT PROCEDURES**

Using the NavyCash merchant cards to complete the transfer of ships store profits every four months has the potential to eliminate the issuance of over 150 Treasury checks annually. Look for the SOP change notice that updates and streamlines the processes to save time and effort.

### **Now Available: Navy Cash Account Self Enrollment**

The Navy Cash program continues to modernize, add convenience and efficiency to all aspects of operations. The Navy Cash program has deployed a self-enrollment capability for Sailors and Marines. This new service allows Sailors and Marines registering for a Navy Cash account as a “first time enrollee” online. Navigate to <https://www.navycash.com/#/login>, and look for “Need a Navy Cash Card, Enroll Here”.

### **FY21: Deployable Disbursing System – Navy Implementation**

NAVSUP N435 is the PM for DDS implementation and planning. Future bulletins will include DDS specific topics on implementation, training and stakeholder meetings.



- DDS is “web based” system for reporting disbursing
- DoN compliance tool for “CIHO daily reporting”
  - *Fleet Impact: NFRS Replacement*

2018	2019-2020	2021
<ul style="list-style-type: none"><li>- COI Engagements</li><li>- ID Drivers cash/check</li><li>- Policy/Process Review</li><li>- Review DDS Capabilities</li></ul>	<ul style="list-style-type: none"><li>- <b>COI Engagements</b></li><li>- <b>Training Development</b></li><li>- <b>RMF ATO</b></li><li>- <b>IT Testing &amp; Approvals</b></li><li>- <b>IMS .. Dev/Planning</b></li></ul>	<ul style="list-style-type: none"><li>- COI Engagements</li><li>- TtT and JIT - Training Delivery</li><li>- Finalize deployment plan</li><li>- DDS Ashore Pilot</li><li>- DDS Afloat Pilot</li></ul>

**DFAS to deliver DDS capability: Sept 2020**

DDS URL: [https://dds-test.dfas.mil/forms/frmservlet?config=dds-test-sqt\\_a](https://dds-test.dfas.mil/forms/frmservlet?config=dds-test-sqt_a)  
Tutorials: <https://www.milsuite.mil/book/community/spaces/disbursing-systems-support/deployable-disbursing-system-dds>

# NavyCash

## Reminders on Compliance Initiatives

1) Full Date of Birth (DOB) is required for NavyCash enrollment forms (2887/2888).

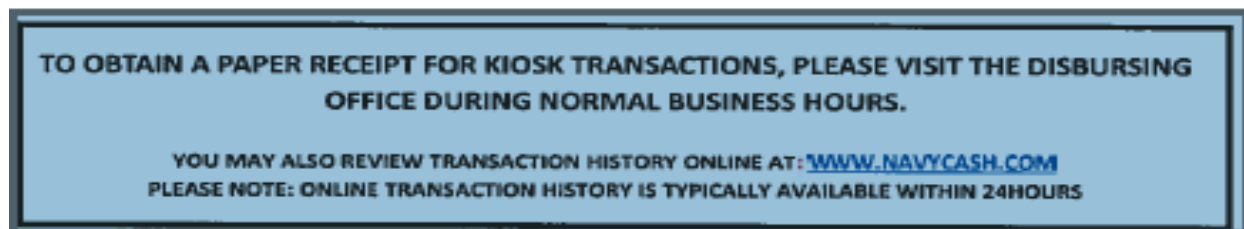
**FROM FRB:** FRB receives the NavyCash cardholder enrollments, 2887s from the Fleet either electronically or by mail. Form 2887/2888 can be found at the [fiscal.treasury.gov](http://fiscal.treasury.gov) website for printing/saving for sending electronically.

2) Navy Cash® kiosk transaction receipts

This notice reminds cardholders that receipts for all kiosk transactions are available at the Disbursing Office during normal business hours. Navy Cash cardholders also may access their transaction history on the Navy Cash website. ([www.navycash.com](http://www.navycash.com))

Receipts are available for kiosk transactions that push or pull funds between a home bank account or credit union account and the Navy Cash open-loop (MasterCard debit) or closed-loop (Chip) accounts; and transfers of funds between the open-loop and closed-loop accounts.

**An informational sticker has been placed on each kiosk that reads:**



3) Visitor Card Inventory.....To comply with recent guidance from OUSD on DoN cash and check reductions, NavyCash program will be reducing Visitor Card inventories. NavyCash Visitor Cards are reloadable and reusable and should ONLY be used in limited circumstances. Any questions can be directed to Disbursing or FLC representatives.

# NAVY CASH SAILOR OF THE MONTH

## OCTOBER 2019



The USS THEODORE ROOSEVELT Disbursing Team continues to provide stellar service to their crew and ready to answer all bells for their upcoming deployment. Throughout the year, they maintained 100% accountability of over \$1.5 million in public funds, collected more than \$500K in deposits, and issued over 1,500 Navy Cash cards to embarked squadrons and ship riders during carrier qualifications, OPERATION NORTHERN EDGE, TSTA and COMPTUEX. Their magnificent teamwork resulted in a score of “Outstanding” during the 2019 TYCOM Supply Management Inspection and a score of “Excellent” during the most recent Field Examination Group Audit.

Pictured above is PS1 Nicholas Smith (kneeling), L-R: PSSN Javier Alfala, PS2 Hassane Tchafram, PSC Yolanda Mayo, and LTJG Andrew Piersall.



# NAVY CASH SAILOR OF THE MONTH

## NOVEMBER 2019



The Disbursing crew of the USS HARRY S. TRUMAN (CVN 75) home-ported in Norfolk has been selected as the Navy Cash Sailors of the Month for November 2018. The Disbursing team on USS HARRY S. TRUMAN assumed duties at the same time and since taking over Disbursing Operations, they have provided exemplary customer service in support to over 5600 crew, embarked staff and squadron personnel. Team Disbursing faced many challenges in preparation for deployment to include expediting enrollment of several hundred personnel, working through numerous shipboard technical issue, customer service challenges and countless issues related to operating such a complex financial management interface. ENS Hurst consistently maintains 100% accountability of over \$1.5 million in cash and other negotiable instruments as on-time submission of monthly financial returns. This team also oversees 20 merchant organizations to include embarked squadrons utilizing the Navy Cash System, which was validated with an outstanding grade on their previous Field Examination Group audit. USS HARRY S. TRUMAN, Disbursing team's steadfast devotion and dedication to the wellbeing of their shipmates is truly deserving of their selection as Navy Cash Sailors of the Month! BRAVO ZULU!

# NAVY CASH SAILOR OF THE MONTH

## DECEMBER 2019



Disbursing Officer ENS Tianhao Shi and Deputy Disbursing Officer LTJG Karl J. Vedral aboard USS GREEN BAY (LPD-20) home ported in Sasebo, Japan were selected as the Navy Cash Sailors of the Month for December 2020!

ENS Shi assumed Disbursing and Sales Officer in August 2019, and continues both divisions legacy. Under his leadership, the Disbursing team sailed through the December 2019 U.S. Pacific Fleet Field Examination Group Audit that resulted in an overall grade of "OUTSTANDING" despite the two-year gap since the last inspection. Additionally, his Sales team contributed an overwhelming \$100,000 of Ship's Store profits to MWR, using the money to completely fund a Green Bay Holiday Party, which included sending Sailors to the GREEN BAY Packers game.

LTJG Vedral, as Disbursing, Navy Cash Accountable and Sales Officer from May 2018 to August 2019, lead his Sailors through 12 months of underway time. Retail Service scored the highest of the Supply department on SMC with 92% and was recognized by ATG for earning the Ship Store Excellence Award in 2018. His strict attention to detail and accountability in all disbursing areas paved the way to a seamless continuity of Navy Cash and Disbursing operations, which the whole waterfront emulates.

The challenges of operation on a forward deployed unit – constant schedule changes, time spent away from home port, and short maintenance availability – forged these two junior Officers into flexible, resourceful, and enduring leaders. In response to numerous and extended casualties to IP services while underway, LTJG Vedral and ENS Shi pulled resources together and spent additional man hours to ensure the Ship's Store maintained its excellent customer service reputation and continued to provide to its Sailors and Marines despite the debilitating impact to the Navy Cash Servers. They maintained 100% accountability in both Postal and Navy Cash operations, achieved zero Navy Cash negative balance accounts, and mentored young Sailors in the proper management of their Navy Cash accounts. Both of them mastered the record management, customer service, and dedication skills that all "Outstanding" Disbursing Officers strive to achieve. Bravo Zulu to a most deserving selection as Navy Cash Sailors of the Month!

## REPLENISHING NAVY CASH CARD STOCKS

### Following is the newest guidance and chart for the recommended quantities for the upcoming SOP Change notice.

The Disbursing Officer is responsible to ensure replacement card inventory remains at standard levels and expiration dates exceed 12 month on current card stock inventory.

**1.7.1. SPARE NAVY CASH CARD STOCK.** Navy Cash instant issue stock are identified by ship types in the table below. These standard recommendations support operational readiness and should support ship needs for up to 6 months.

**1.7.1.1 VISITOR CARD STOCK.** Visitor card stock should be managed carefully, these card types are provided to ships on an as needed basis, and orders must be approved by your Navy Cash FLC representative. Visitor cards are reusable, when issued they should be returned at the conclusion of the cardholders time onboard ship, any remaining balance refunded and the card then secured until needed again.

**1.7.1.2 NAVY CASH CARD STOCK: MARINES.** MEUs that require Navy Cash cards to issue their cardholders for upcoming activities will place their orders with their Stored Value Card Program Management Office or their Marine Disbursing representative (Camp Pendleton, Camp Lejeune, and Camp Foster). Ship board Navy Disbursing Officers manage their card inventory based on ship size but may assist with card inventory for Marine Disbursing Officers if needed.

**1.7.2. REORDER POINT.** The Disbursing Officer will place an order when instant Issue cards inventory drops near or below the reorder-point indicated in parenthesis in the table below, or when a ship is about to change status. Cards are shipped within two to three weeks after the order has been approved.

Card Stock Reorder Points				
	DDG/CG	LPD/LSD/ AS/LCC	LHA/LHD	CVN
Instant Issue Cards (Navy Cardholder Cards)				
1. Pre-Deployment/Pre-Surge	150	200	1,000	2,000
2. Deployed/Surge Homeport/Local Ops	100 (50)	100 (50)	500 (200)	1,000 (500)

**1.7.3. TO ORDER INSTANT ISSUE REPLENISHMENT STOCK.** To order replacement instant issue cards, the Disbursing Officer should send an email request to the CSU at [navycashcenter@frb.org](mailto:navycashcenter@frb.org) to obtain a case number. The email request should include the following information:

- Current inventory on hand?
- Number of cards ordering?
- Ships status: Please indicate #1 for Pre-Deployment/Pre-Surge and #2 for Deployed, Surge, Pier side, Local Ops. If requesting cards above established SOP inventory levels please provide a brief justification or special circumstances reason.

## Additional Resources



Navy Cash & OTCnet tech docs are available on SAILOR 2.1  
<https://sailor.navy.mil/sailor/home.cfm>

## Navy Cash Treasury Website

[Navycash.gov](http://Navycash.gov)

Or

<https://www.fiscal.treasury.gov>

## NAVSUP News and Media

<https://www.navsup.navy.mil/navsup/news>

## Deployable Disbursing System (DDS)

DDS Training Database: [https://dds-test.dfas.mil/forms/frmservlet?config=dds-test-sqt\\_a](https://dds-test.dfas.mil/forms/frmservlet?config=dds-test-sqt_a)

Tutorials: <https://www.milsuite.mil/book/community/spaces/disbursing-systems-support/deployable-disbursing-system-dds>



## Meet the Fleet

Location	Date
Norfolk	March 23-27
San Diego	April 20-24
Sasebo	May 27-29
Yokosuka	June 1-4
Guam	June 8-9
Pearl Harbor	July 5-11
Norfolk	August 17-21

## Upcoming Refresher Training

Location	Date
San Diego, CA	10 – 12 March 2020
Norfolk, VA	10 – 13 March 2020
San Diego, CA	July 2020
San Diego, CA	October 2020
Yokosuka, JA	TBD Ad Hoc training w/concurrent service call or ER install.

Questions on Fleet Engagements or Training?  
Please contact your NavyCash FLC representatives

## DFAS: Deployable Disbursing Training

Location	Date
Sasebo/Yoko (VTC/DCO)	May 27 or June 3
Mayport, FL	June 25-26
Norfolk, VA	August 17-21
San Diego, CA	July 28-29 OR August 25-26

Starting July/August 2020 - DDS Training will be offered via DCO  
RSVP: NAVSUP\_HQ\_NAVYCASH@navy.mil  
navycash@navy

# Points of Contact

## Federal Reserve Bank Customer Service Center (CSC)

Customer Service Center (CSC)

Cardholders: (866) 3NAVYCASH or (866) 362-8922

Website: [www.navycash.com](http://www.navycash.com)

E-mail: [navycashcenter@frb.org](mailto:navycashcenter@frb.org)

Disbursing Offices: (866) 6NAVYCASH or (866) 662-8922

Website: [www.navycashcenter.com](http://www.navycashcenter.com)

Email: [navycashcenter@frb.org](mailto:navycashcenter@frb.org)

Others:

FAX: 1-(813)-533-5711 or 1-(866)280-5807

Enrollment Forms Shipping Address: FRB-KC  
Attention: Forms  
2201 Farnam St  
Omaha, NE 68102  
(866) 662-8922

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